

*Newly enforce
payroll mpr. 1/09*



Shen Sullivan

**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR INCOME SUPPORT**

Steven L. Beshear
Governor

Child Support Enforcement
Post Office Box 2150
Frankfort, Kentucky 40602
(502) 564-2286
Fax (502) 564-5988
52245 * 5 * 6 * 469

Janie Miller
Secretary

*****AUTO**ALL FOR AADC 403
FRANKLIN COUNTY HEALTH DEPARTMENT
ATTN: PAYROLL MANAGER
100 GLENNS CREEK RD
FRANKFORT KY 40601-2473



Dear Employer,

State and federal law require all employers to report each new and re-hired employee to the Kentucky Directory of New Hires (Kentucky Revised Statute 405.435 and Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A). Utilizing federal reports and a search of our new hire reporting database, it appears that your company may not be reporting new hires to our state under the employer name and Federal Employer Identification number listed below:

Employer Name: FRANKLIN COUNTY HEALTH DEPARTMENT
Federal Employer Identification Number (FEIN): 611075329

This letter lists the FEIN your company used for reporting quarterly wages. New hire reports should be submitted with the same FEIN used to report your quarterly wages. If your company was not aware of this legal requirement, please begin reporting your new hires immediately and submit all missed new hires retroactively back to September 1, 2008. Please be sure to report employees hired after that date, even if they are no longer employed by your company. Each new hire report must include: Employer FEIN, Employer Name, Employer Address and Employee SSN, Full Employee Name and Employee Address. If you would like to report your new hires online, please visit our website at www.kynewhire.com to register.

If you believe your company has reported all new hires, please call our Center to advise us of your new hire reporting status. By calling our Center, staff will assist your company in ensuring that all new hires and re-hires are properly reported. Help desk staff are available to answer your questions Monday through Friday from 8:00am to 5:00pm Eastern Time. You may contact us using the following information:

Kentucky New Hire Reporting
P.O. Box 2586
Atlanta, GA 30301-2586
(800) 817-2262

Thank you for your assistance in helping to provide child support to Kentucky's children through new hire reporting. In partnership with the Kentucky Cabinet for Health and Family Services, Department of Income Support, we continue to monitor employer compliance and encourage participation by all employers.

Sincerely,

Kentucky Directory of New Hires
Child Support Enforcement Program

*800 817 0699
fax:*